

DEPARTMENT OF FACILITIES  
*Architectural/Engineering  
Consultant Selection Policy*

I. General Policy

To procure architectural/engineering (A/E) services that will provide the highest quality and maximum value to the public, the DEPARTMENT OF FACILITIES shall,

- ◆ *Advertise through appropriate local and regional public media and professional journals and organizations to attract the most qualified firms.*
- ◆ *Use an open, fair, competitive, and documented A/E procurement process that is endorsed by public agencies and professional organizations.*
- ◆ *Develop a work scope and fee structure jointly with the selected A/E firm to maximize the value to the public in terms programming and life-cycle project costs.*

Consultants will be solicited in the areas of architectural, electrical, mechanical, and civil engineering services. Interested parties will submit written information in enough detail to allow the Department of Facilities review panel to determine their qualifications.

II. Architect / Engineer Selection Panel

Implement a selection process, by selecting internal (and external) panel members. The role of the panel members will be to review, evaluate, and rank each qualification package for the basis of shortlisting and consultant selection. The Selection panel will establish formal evaluation criteria. Firms will be selected based on the criteria established.

(III. *A/E Fees Less Than \$100,000:)* *(optional)*

*The A/E Selection Panel shall establish an architectural and engineering registry for projects where the consultant fees are estimated to be less than \$100K. The registry shall be created based on an annual submission of general qualifications by interested A/E firms. The A/E Selection Panel shall interview or solicit technical proposals from three to five firms selected from the registry. The A/E Selection Panel shall (evaluate the technical proposals and) rank the firms based upon (the interview and) pre-determined criteria.*

*The Department of Facilities shall competitively negotiate scope and fee the highest-ranked firm. If it is determined that a satisfactory price cannot be negotiated, negotiations can proceed to the second-highest firm, and if necessary to the third firm.*

IV. A/E Fees Greater Than \$100,000

Request for Qualifications:

Architectural and Engineering firms responding to the Department of Facilities advertisement will be required to submit a Qualifications Package consisting of Federal Standard Form 255 and 254, and required supporting documents for review by the Panel. Based upon the evaluation, the A/E firms are short listed according to guidelines as set forth by the Panel and contained in the evaluation instrument. The short list shall be three to five firms at the discretion of the Panel.

Only those A/E firms short listed based on their submitted Qualifications Package, will be invited to an interview.

Interview:

The interview shall include following items:

- ◆ The AE's understanding of the project challenges.
- ◆ How the AE will apply its experience and technical expertise (qualifications) to address these challenges.
- ◆ How will the AE's services provide benefits to the Department of Facilities in terms of project programming effectiveness, efficiency, maintainability, life cycle and construction cost control, and external impacts.

The interview will consist of a technical presentation and a question and answer session, after which the Panel will discuss and rank the firms based on their qualifications and interview. The Panel decision will be on a consensus basis.

Final Scope of Work and Price Negotiations:

A detailed draft scope of work and price proposal will be requested from the highest-ranked firm. Competitive negotiations will be conducted with the highest-ranked firm.

If it is determined that a satisfactory price cannot be negotiated with the highest ranked firm, negotiations will be terminated with that firm. The Department of Facilities shall then begin negotiations with the second-highest ranked firm.

If satisfactory negotiations cannot be agreed upon with that firm, the Department of Facilities shall either commence negotiations with the third highest ranked firm or re-advertise the procurement as it deems appropriate.